

Parks & Public Works Department

DEPARTMENT PURPOSE

The Parks and Public Works Department (PPW) is responsible for maintaining the Town's public parks, facilities, roadways, right-of-ways, and infrastructure. Five organizational units (Administration, Parks Services, Engineering Development Services, Engineering Program Services, and Streets and Signals Programs) work in coordination to achieve the Department's overarching goal of ensuring the Town's public use areas are safe, functional and attractive. Additional departmental services that support these objectives include the Facilities Maintenance, Vehicle Maintenance and Non-Point Source programs. In addition to providing ongoing maintenance activities, PPW staff provide information and outreach to Town residents, merchants, and the public concerning the department's programs and activities that are available to them and projects that may affect them. The Department strives to provide residents and the business community with the highest quality service possible, with dedication and professionalism.

BUDGET OVERVIEW

FY 2007/08 department budget reflects moderate increases in salary and benefit costs as well as increases in certain materials and supplies expenditures for each of the department's five programs. For the Engineering Program, the reclassification of a Senior Engineering Technician due to a retirement enabled the department to reclassify the position to Assistant Engineer and reassign tasks. The new Assistant Engineer position will focus on professional and technical engineering duties. Two responsibilities will be reassigned: Annexation-related activities will be moved to the Community Development Department, and NPDES reporting requirements will be handled by PPW's Administrative Analyst and Temporary Engineering Technician. Additional temporary staffing hours are included in FY 2007/08 budget for the Temporary Engineer Technician to further develop the Asset Management Software program. Temporary hours are included for an Engineering Intern to continue to assist the Development Engineering Program staff.

FY 2007/08 also reflects further staffing changes, including a reduction in part-time Temporary Maintenance Worker hours to align with projected workload in the Parks Program and the realignment of work to address the need for enhanced garbage pick-up and steam cleaning in the downtown. In addition, the proposed budget recommends restoration of a maintenance worker position to permanent funded status (funded previously on a "one-time" basis) which addresses the gap in maintenance capacity needed as a result of the transition of sewer services to West Valley Sanitation District.

In the administration area, a Temporary Office Specialist position funded in FY 2006/2007 has been eliminated. Tasks assigned to the Temporary Office Specialist will be integrated into the asset management system and reassigned internally. The FY 2006/07 department-wide workload assessment will continue in FY 2007/08 to monitor and evaluate the deployment of services and staffing.

PARKS & PUBLIC WORKS DEPARTMENT

The FY 2007/08 budget continues to align cost of services with user fees through annual CPI increases and cost recovery reviews. Engineering and Parks Program fee changes were approved by Council on March 14, 2007 and are reflected in each program's budget.

Staff continues to evaluate cost savings opportunities through ongoing PG&E energy use and rate adjustments. Cost savings will continue to occur as streetlights and traffic signalization fixtures are upgraded with energy efficient equipment. Similar cost-saving efforts are also being conducted for the Civic Center's new HVAC system and the Town's parking lot lighting and landscape irrigation systems to reduce ongoing utility expenditures and increase operational efficiencies. Additionally, the Streets Program crew will prepare sites for the Curb, Gutter and Sidewalk Replacement Program to achieve cost savings. Lastly, staff will continue pursuing partnerships with local agencies for shared street improvements and various maintenance activities to achieve greater efficiency and additional cost savings.

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2003/04 Actuals	2004/05 Actuals	2005/06 Actuals	2006/07 Adopted	2006/07 Estimated	2007/08 Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	13,929	11,876	19,810	10,000	12,000	10,000
<i>Licenses & Permits</i>	99,958	183,112	169,863	140,500	114,400	115,400
<i>Intergovernmental</i>	3,000	-	-	-	-	-
<i>Service Charges</i>	269,483	434,581	307,407	336,000	362,000	344,500
<i>Other Sources</i>	63,785	100,995	115,893	92,400	130,600	113,400
TOTAL REVENUES	450,155	730,564	612,973	578,900	619,000	583,300
EXPENDITURES						
<i>Salaries and Benefits</i>	2,815,249	2,834,147	3,099,344	3,229,200	3,039,822	3,457,530
<i>Operating Expenditures</i>	968,701	831,691	888,542	824,250	1,013,740	903,920
<i>Fixed Assets</i>	26,793	-	18,908	-	-	-
<i>Internal Service Charges</i>	820,680	719,230	756,801	848,700	853,700	894,300
<i>Buildings & Facilities</i>	7,260	-	-	-	-	-
TOTAL EXPENDITURES	4,638,683	4,385,068	4,763,595	4,902,150	4,907,262	5,255,750
EXPENDITURES BY PROGRAM						
Administration	283,834	268,050	292,551	284,100	261,780	298,140
Park Services	1,861,944	1,776,633	1,901,432	1,841,450	1,819,442	1,913,720
Engineering Development Svcs	1,082,327	1,038,914	1,080,269	609,650	628,740	699,840
Engineering Program Svcs	-	-	-	627,750	591,660	722,910
Streets/Signals/Sidewalks	1,320,783	1,209,535	1,431,644	1,468,900	1,485,640	1,509,140
Pass Thru Accounts	89,795	91,936	57,699	70,300	120,000	112,000
TOTAL EXPENDITURES	4,638,683	4,385,068	4,763,595	4,902,150	4,907,262	5,255,750

The above totals reflect General Fund programs. Additional Parks and Public Works programs are reflected in separate Special Revenue and Internal Service Funds following the General Fund portion of this section. Staffing assignments to the Capital Program and Redevelopment Agency are reflected outside of the department's budget

PROPOSED

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DEPARTMENT STAFFING

Full Time Equivalent (FTE)

<i>General Fund</i>	Authorized Positions	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Parks & Public Works Dir.	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Specialist	0.80	1.60	1.70	1.70	0.80	0.80
Administrative Secretary	1.00	-	-	-	-	1.00
Secretary III	-	-	-	-	1.00	-
Superintendent	1.90	1.40	1.55	1.55	1.70	1.70
PPW Supervisor	-	-	0.30	0.30	-	-
Facilities Coordinator	-	0.25	-	-	-	-
Town Arborist	1.00	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint. Worker	1.93	1.00	1.00	1.00	1.00	1.93
Sr. Parks & Maint. Worker	3.00	2.00	1.00	1.00	0.93	-
Parks & Maint. Worker	11.01	10.25	8.20	8.20	8.51	8.51
Tree Trimmer / High Climber	1.00	1.00	1.00	1.00	1.00	1.00
Parks Service Officer	1.91	2.00	1.96	1.96	1.91	1.91
Town Engineer	1.00	1.00	0.85	0.88	0.91	1.00
Associate Civil Engineer	3.80	3.80	2.75	2.76	2.95	3.00
Assistant Civil Engineer	1.00	-	-	-	-	1.00
Sr. Engineer Technician	-	1.00	1.00	1.00	1.00	-
Sr. Engineering Inspector	1.00	1.00	0.70	0.81	0.87	1.00
Engineering Inspector	1.00	1.00	0.95	0.89	1.00	1.00
Total General Fund FTEs	34.35	31.30	26.96	27.05	27.58	27.85
NON-General Fund FTEs (in Parks & Public Works Department programs unless otherwise noted)						
<i>Solid Waste Management (FTEs located in Community Services Department under Fund 210)</i>						
Park Service Officer	0.09	-	0.04	0.04	0.09	0.09
Facilities Coordinator	0.07	-	-	-	-	0.07
Lead Parks & Maint Worker	0.07	-	-	-	-	0.07
Sr. Parks & Maint. Worker	-	-	-	-	0.07	-
Parks & Maint. Worker	0.49	-	0.70	0.70	0.56	0.49
Total Solid Waste Fund FTEs	0.72	-	0.74	0.74	0.72	0.72
<i>Non-Point Source</i>						
Sweeper Operator	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	0.20	0.20	-	-	-	-
Public Works Specialist	-	0.10	-	-	-	-
Superintendent	-	0.10	-	-	-	-
Parks & Maint. Worker	0.50	0.50	-	-	-	-
Total Non-Point Source FTEs	1.70	1.90	1.00	1.00	1.00	1.00
<i>Sanitary Sewer</i>						
Superintendent	-	0.30	0.30	0.30	-	-
Public Works Specialist	-	0.10	0.10	0.10	-	-
Sr. Parks & Maint. Worker	-	1.00	1.00	1.00	-	-
Parks & Maint. Worker	-	3.00	2.60	2.60	-	-
Facility Coordinator	-	0.25	-	-	-	-
Total Sanitary Sewer FTEs	-	4.65	4.00	4.00	-	-

PARKS & PUBLIC WORKS DEPARTMENT

Full Time Equivalent (FTE)

	Authorized Positions	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
<i>Vehicle Maintenance</i>						
Superintendent	0.60	0.20	0.15	0.15	0.30	0.30
PPW Supervisor	0.07	-	0.07	0.07	0.07	0.07
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Public Works Specialist	0.20	0.20	0.20	0.20	0.20	0.20
Total Vehicle Maint. FTEs	2.87	2.40	2.42	2.42	2.57	2.57
<i>Building Maintenance</i>						
Superintendent	0.50	-	-	-	-	-
PPW Supervisor	0.93	-	0.63	0.63	0.93	0.93
Facilities Coordinator	0.93	0.50	-	-	-	0.93
Parks & Maint. Worker	-	0.25	0.50	0.50	0.93	-
Total Building Maint. FTEs	2.36	0.75	1.13	1.13	1.86	1.86
<i>Redevelopment Agency (FTEs located in Redevelopment Agency Budget under Fund 930)</i>						
Town Engineer	-	-	0.15	0.12	0.09	-
Associate Civil Engineer	-	-	0.25	0.24	0.05	-
Senior Engineer Inspector	-	-	0.30	0.19	0.13	-
Engineering Inspector	-	-	0.05	0.11	-	-
Total Redevelopment FTEs	-	-	0.75	0.66	0.27	-
Total PPW Department FTE's	42.00	41.00	37.00	37.00	34.00	34.00
<i>Temporary Staff Hours</i>						
Engineering Technician		-	-	832.00	1,000	1,560
Engineering Intern *		-	-	-	1,000	1,000
Maintenance Assistant		6,100	6,100	6,100	6,800	5,200
Public Works Specialist **		-	-	-	1,000	-
Office Intern		1,495	1,495	400	1,000	1,000
Total Annual Hours		7,595	7,595	7,332	10,800	8,760

* *The Engineering Intern hours are supported by development fees.*

** *The Temporary Public Works Specialist hours are funded in the Capital Improvement Program Infrastructure Needs Assessment Project (400-0207) for implementation and integration of the new system into daily operations.*

Parks & Public Works Department

PARKS & PUBLIC WORKS ADMINISTRATION PROGRAM 5010

PROGRAM PURPOSE

The Administration program supports the delivery of services throughout the Department. The primary responsibilities include managing and coordinating the efforts of the Department's programs; organizing meetings with citizens, contractors and agencies; preparing and administering budget documents; and preparing reports to the Town Council, Commissions, and Town Manager.

BUDGET OVERVIEW

The Department's Administration Program budget for FY 2007/08 reflects a slight increase in operating expenditures, due to increases in salary and benefit and operating costs. This includes the reclassification of a Secretary III to an Administrative Secretary position, to align duties and responsibilities. Administrative services will continue to manage the complex State Proposition 12 and 40 Park Bond grant fund documentation and reimbursement processes, and conduct customer service surveys of each program's customers (e.g. permit applicants, park reservation users, etc.) to measure customer satisfaction. Additionally, a work-load assessment will be conducted during the fiscal year to further evaluate staff deployment and service levels, in an effort to identify process improvement areas and increase efficiencies.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Administration

SUMMARY OF REVENUES AND EXPENDITURES

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	19,188	-	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-	-
TOTAL REVENUES	19,188	-	-	-	-	-
EXPENDITURES						
<i>Salaries and Benefits</i>	201,547	195,166	200,988	206,200	184,800	217,330
<i>Operating Expenditures</i>	21,464	19,073	37,785	20,800	21,280	21,510
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	60,823	53,811	53,778	57,100	55,700	59,300
TOTAL EXPENDITURES	283,834	268,050	292,551	284,100	261,780	298,140

FY 2007/08 KEY PROJECTS

Customer Satisfaction Survey - The Administrative Program will complete the development and implementation of a customer satisfaction survey for key points of service to assess customer satisfaction with the Department's services.

Organizational Development – An ongoing key project focuses on organizational development through a development and training plan, cross-functional work activities for staff within a model that incorporates team loyalty at work. By building upon staffs' knowledge, skills and teamwork, this effort will enhance efficiencies while increasing customer satisfaction.

Organizational Workload Audit – Due to staffing reductions, high workloads, and customer service demands, the deployment of work and resources is increasingly occurring at a reactive level, and less on a proactive advanced scheduling level. A workload assessment is planned to identify the key drivers of workload, the department's resources deployment, the opportunities for improvement, and/or the concerns for deficiencies which should be addressed.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Administration

KEY PROGRAM SERVICES

- Oversee regulatory and project operations
- Manage departmental budget
- Pursue grant funding to enable the Town to implement key projects
- Facilitate neighborhood meetings to discuss concerns related to traffic calming, street improvements, and other parks and public works related issues
- Provide staff support to the Parks Commission and Transportation and Parking Commission and assist in coordination of Commission-sponsored projects
- Provide support for town-wide committees having mutual project interests, such as Community Unity projects
- Oversight of department's employee training and safety programs

PPW ADMINISTRATION PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Public Works Director	0.40	0.40	0.40	0.40	0.40	0.40
Administrative Analyst	0.25	0.25	0.25	0.25	0.25	0.25
Administrative Specialist	0.25	0.25	0.25	0.25	0.25	0.25
Administrative Secretary	0.40	-	-	-	-	0.40
Secretary III	-	-	-	-	0.40	-
Public Works Specialist	0.10	0.50	0.50	0.50	0.10	0.10
TOTAL PROGRAM FTE's	1.40	1.40	1.40	1.40	1.40	1.40

<i>Temporary Staff Hours</i>	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Office Intern	1,495	1,495	400	1,000	1,000
TOTAL ANNUAL HOURS	1,495	1,495	400	1,000	1,000



Parks & Public Works Department

PARK SERVICES PROGRAM 5020

PROGRAM PURPOSE

The Park Services Program manages the Town's parks, trails, open space and landscape median systems to provide recreational opportunities for residents and visitors, and viewscape in general. This program provides for the maintenance of the Town's parks, trails, open spaces and urban forest. Program functions include maintaining plants, trees, lawns, and irrigation systems in the Town parks, Town facilities, street median islands, public right-of-ways, parking lots, trails and open space areas. Additional services include managing park use fees and reservations, providing code enforcement in the Town's parks and open space areas and ensuring the safety of parks playground equipment.

BUDGET OVERVIEW

The FY 2007/08 budget reflects an increase in both revenues and expenditures. Two new *Plaza Use* fees and a *Turf Impact* fees come into effect July 1, 2007. These fees will contribute to Plaza maintenance and enable cost recovery in case of turf damage during events. A new group BBQ site at Oak Meadow Park, added in spring 2007, is expected to increase Parks Program revenues in FY 2007/08.

The Parks Program expenditures reflect an overall increase due to changes in salary and benefit and materials and operating costs. A decrease in the Temporary Maintenance Worker staffing hours to align with projected workloads during FY 2007/08 somewhat offsets the increase in salary and benefit costs. The Program's operating expenditures reflect increases above the standard CPI increases, such as janitorial supplies, exterminator services, and fencing repairs costs.

As a part of regularly planned parks maintenance activities, the Parks Program staff will join forces with the Streets Program staff to complete several large in-house maintenance projects. These programs will include large-scale maintenance projects such as tree trimming, brush removal and graffiti abatement. Parks Program staff will also attend annual training programs designed to increase staff's ability to conduct tasks internally, such as, certification for Playground Equipment Safety Inspection. The Parks Program also continues to seek opportunities to reduce operating costs by recycling materials and supplies, wherever possible.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Park Services

SUMMARY OF REVENUES AND EXPENDITURES

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	13,929	11,876	19,810	10,000	12,000	10,000
<i>Licenses & Permits</i>	26,325	31,204	39,370	41,000	37,000	37,000
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	1,200	24,715	17,684	21,200	22,000	21,000
<i>Other Sources</i>	63,635	57,779	82,862	65,400	70,600	83,400
TOTAL REVENUES	105,089	125,574	159,726	137,600	141,600	151,400
EXPENDITURES						
<i>Salaries and Benefits</i>	1,206,474	1,269,040	1,286,336	1,262,000	1,225,622	1,301,800
<i>Operating Expenditures</i>	340,710	233,585	315,739	279,450	290,620	295,420
<i>Fixed Assets</i>	-	-	7,065	-	-	-
<i>Internal Service Charges</i>	314,760	274,008	292,292	300,000	303,200	316,500
TOTAL EXPENDITURES	1,861,944	1,776,633	1,901,432	1,841,450	1,819,442	1,913,720

FY 2007/08 KEY PROJECTS

Water Audit – Completion of an irrigation audit of the parks and landscaping water will provide key input toward project planning, in anticipation of determining locations where high water use can be decreased, resulting in water conservation and expenditure reductions.

Park & Trail Improvements – Grant Funded Projects – During FY 2007/08, project development will continue for Proposition 40 grant projects, as approved in the Capital Improvement Program Budget. Staff will also continue to seek funding for the unfunded projects, listed in the Capital Improvement Program.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Park Services

KEY PROGRAM SERVICES

Maintenance Services

- Maintain 62 public sites, including twelve parks, the Los Gatos Creek Trail, three open space areas, 15 acres of landscaping for median islands and parking lots, grounds maintenance for five Town owned buildings
- Maintain trees and plants in all parks, on all median islands, along all streets, and on public property, including State Route 9, per agreement with Caltrans
- Conduct ongoing maintenance and improvement projects, as needed, to ensure parks and trails equipment and facilities are functional and in safe operating condition
- Maintain the downtown tree lights
- Coordinate the tree removal permit process to protect trees and manage tree inspection services
- Oversee the contractual tree pruning contract
- Oversee contract services for six Landscaping and Lighting Benefit Assessment Districts
- Supervise the Department of Corrections Work Furlough Program for clean-up projects

Park Use Fees and Reservation System

- Manage the park reservation and user fee process
- Provide code enforcement in the Town's parks system

Volunteer Projects

- Manage the downtown Adopt-a-Planter program
- Coordinate volunteers (individuals and groups) who maintain or construct parks related projects, including parks and trails system improvements and debris removal

Special Events

- Provide support services for Town-sponsored and co-sponsored events, in particular Music in the Park, 4th of July event, Screen on the Green, the holiday tree lighting ceremony in the Town Plaza, and the Holiday Children's Parade
- Provide services for non-town sponsored events on a cost-recovery basis, for events such as Fiesta de Artes & Shakespeare Festival

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Park Services

PARK SERVICES PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	0.25	0.25	0.25	0.25	0.25	0.25
Administrative Specialist	0.25	0.25	0.25	0.25	0.25	0.25
Public Works Specialist	0.40	0.40	0.40	0.40	0.40	0.40
Town Arborist	1.00	1.00	1.00	1.00	1.00	1.00
Lead Parks & Maint Worker	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Parks & Maint Worker	1.00	-	-	-	-	-
Parks & Maint Worker	6.72	6.00	5.00	5.80	4.72	4.72
Tree Trimmer / High Climber	1.00	1.00	1.00	1.00	1.00	1.00
Parks Service Officer	1.91	2.00	1.96	1.96	1.91	1.91
TOTAL PROGRAM FTE's	14.73	13.10	12.06	12.86	11.73	11.73
<i>Temporary Staff Hours</i>		2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Maintenance Assistant		6,100	2,650	4,650	5,000	3,200
TOTAL ANNUAL HOURS		6,100	2,650	4,650	5,000	3,200

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Park Services

Performance Objectives and Measures	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. <i>To ensure the park's playground equipment is functional and in safe operating condition.</i>					
a. Percentage of parks with playground equipment receiving weekly safety inspections:	80%	80%	90%	90%	90%
2. <i>To ensure the Town's park and trails facilities are well maintained and functional.</i>					
a. Percentage of residents satisfied with the Town's efforts to maintain parks:	95%	95%	95%	95%	95%
b. Percentage of residents satisfied with the Town's efforts to maintain Town trails:	83%	83%	83%	83%	83%
c. Percentage of residents rating the appearance of Town parks as good or excellent:	92%	92%	92%	92%	92%

Activity and Workload Highlights	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. Total number of tree-related maintenance requests received, requiring inspection by staff:					<i>Under Development</i>
2. Total number of staff hours to conduct tree inspections and/or pruning:					<i>Under Development</i>
3. Total number of acres of Town parks, open space and median islands maintained:			348.20	348.2	348.2
4. Total miles of parks and open space trails maintained:			12.90	12.9	12.9
5. Total number of park use permits issued annually:				550	575

Software System change beginning in FY 2006/07 reflects new Highlights



Parks & Public Works Department

ENGINEERING DEVELOPMENT SERVICES PROGRAM 5030

PROGRAM PURPOSE

The Engineering Development Services Program, in coordination with the Town's Community Development Department, provides services for private development projects to ensure development projects are processed and constructed in accordance with Town standards. Engineering functions also include reviewing plans and specifications, inspection services for grading, drainage, and encroachment in the public right-of-way issues, and facilitating annexation of property to the Town. The goal of this program is to recover engineering staff costs and expenditures related to private development oversight.

BUDGET OVERVIEW

The FY 2007/08 budget anticipates revenue reductions as a result of a slowing in large construction projects requiring engineering permits. The Program continues to align cost of services with user fees through annual CPI increases and cost recovery reviews. There are several Engineering Program revenue changes for FY 2007/08: an increase in the Street Improvement In-Lieu fees; the addition of two NPDES inspection fees for *C-3 Permit Hydrologic Calculation* and *All Other Inspections* for additional inspections as required by the NPDES permit; a revision to the Underground Utility Locator fee to recover actual costs, and: the transfer of the *Annexation* fees from the Engineering Development Services program to the Community Development Program. Despite past fee increases, it should be noted that engineering costs associated with private development may still not be 100% cost recovery.

The FY 2007/08 expenditure budget reflects an increase in staffing and operating costs. The staffing cost change is due to added Temporary Engineering Technician hours to meet the needs of increased NPDES reporting requirements and the funding of an Assistant Engineer which is a reclassification resulting from the June 2007 retirement of Senior Engineering Technician. These staffing proposals address the increased need for technical engineering skills and NPDES reporting requirements. The program's operating expenditure increase is mainly due to an increase in the cost of annual engineering-related training, and, a one-time allocation for a consultant to complete recommendations to revise the Town's Grading Ordinance.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Development Services

SUMMARY OF REVENUES AND EXPENDITURES

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	73,003	150,324	129,061	98,000	76,000	77,000
<i>Intergovernmental</i>	3,000	-	-	-	-	-
<i>Service Charges</i>	159,955	358,967	220,507	268,000	238,000	238,000
<i>Other Sources</i>	-	-	-	-	-	-
TOTAL REVENUES	235,958	509,291	349,568	366,000	314,000	315,000
EXPENDITURES						
<i>Salaries and Benefits</i>	889,673	871,258	929,678	521,300	475,200	582,300
<i>Operating Expenditures</i>	64,450	59,480	41,230	9,250	74,940	25,140
<i>Fixed Assets</i>	15,462	-	-	-	-	-
<i>Internal Service Charges</i>	112,742	108,176	109,361	79,100	78,600	92,400
TOTAL EXPENDITURES	1,082,327	1,038,914	1,080,269	609,650	628,740	699,840

FY 2007/08 KEY PROJECTS

Grading Ordinance - A key project is to complete the preparation of a Grading Ordinance; a multi-year process that began during Spring 2005 and was deferred. This review includes consultant analysis of the Town's grading issues and needs. The Development Team, comprised of staff from Engineering and Planning, will develop and bring forward a proposed Grading Ordinance that will include best practices consistent with the unique topological profile of the Town.

Development Team Continuous Improvement - The Development Team (Community Development, Parks & Public Works, Fire, and the Police Department) will focus on evaluating processes, procedures, and systems; defining roles and responsibilities; building capacity; and obtaining input and feedback from customers to continue to improve the development review process.

Santa Clara Valley Water District (SCVWD) Collaborative Standards - The Town of Los Gatos is a member of the Santa Clara Valley Water Resources Protection Collaborative team to assist in developing County wide requirements and procedures for land use near streams. The goal of the Collaborative Work Plan is to create a transition plan for the transfer of permit authority from the SCVWD to local permitting agencies. As part of this transition, amendments to the Town's General Plan and Town Code will be required.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Engineering Development Services

KEY PROGRAM SERVICES

Development Projects

- Review development applications for compliance with Town grading and engineering standards
- Review plans and approve final maps (tracts) and parcel maps as required by state law
- Conduct inspections of work within public right-of-way through the encroachment permit process

Traffic Engineering

- Perform traffic engineering analysis for proposed development projects

Community Information

- Provide assistance to the public regarding right-of-way issues

ENGINEERING DEVELOPMENT SERVICES

Full Time Equivalent (FTE)

	Authorized Positions	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
<i>Town Staff</i>						
Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Administrative Analyst	-	0.25	0.25	0.25	-	-
Town Engineer	0.18	0.80	0.85	0.88	0.18	0.18
Associate Civil Engineer	2.47	3.80	2.75	2.76	1.67	1.67
Assistant Civil Engineer	0.80	-	-	-	-	0.80
Sr. Engineer Technician	-	1.00	1.00	1.00	0.80	-
Sr. Engineering Inspector	0.15	1.00	0.70	0.81	0.15	0.15
Engineering Inspector	0.80	1.00	0.95	0.89	0.80	0.80
Public Works Specialist	-	0.50	0.50	0.50	-	-
Administrative Secretary	0.10	-	-	-	-	0.10
Secretary III	-	-	-	-	0.10	-
Administrative Specialist	0.05	0.25	0.25	0.25	0.05	0.05
TOTAL PROGRAM FTEs	4.75	8.80	7.45	7.54	3.95	3.95
<i>Temporary Staff Hours</i>						
		2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Engineering Technician		-	-	832	300	300
Engineering Intern		-	-	-	1,000	1,000
TOTAL ANNUAL HOURS		-	-	832	1,300	1,300

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Development Services

Performance Objectives and Measures	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. <i>To ensure private development projects are constructed according to Town standards:.</i>					
a. Percentage of private development customers who are satisfied with the grading and encroachment inspection process*:					<i>Under Development</i>

Activity and Workload Highlights	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. Number of grading permits processed:	20	25	15	20	20
2. Number of encroachment permits processed:				175	175

**Staff will conduct a survey of the grading and encroachment permit applicants in the Fall 2007.*

Parks & Public Works Department

ENGINEERING PROGRAM SERVICES PROGRAM 5035

PROGRAM PURPOSE

Engineering Program Services provides oversight for Town engineering activities not related to private development. This includes the design, management and administration of the Capital Improvement Program to improve the Town's public infrastructure (such as streets, sidewalks, storm drains, parks, retaining walls, and signalized intersections) with an emphasis on delivering capital projects within their planned schedule and budgets. Engineering operations also effectively manage: Town-wide and neighborhood traffic issues such as the Town's traffic calming policy; engineering inspection services to ensure Town project contractor's are meeting contract standards and requirements; development of GIS data to manage Town infrastructure; right-of-way and property boundary issues; and the administration of the asset management and workload tracking software.

BUDGET OVERVIEW

Engineering Program Services provides non fee-related engineering services and activities. Budgeted staffing supports engineering design, review, and construction oversight of Town directed projects, and inspection activities to ensure construction is built as approved. Engineering Program Services staff oversees grant fund applications and reimbursements, and public information meetings and notifications. Additionally, traffic engineering management, for traffic control, signalization, daily operations, and joint agency coordination of shared intersections and roadways, is funded in this program.

The FY 2007/08 budget provides additional hours for a temporary engineer technician for increased NPDES reporting, GIS mapping and CAD drawing services for CIP projects. The FY 2007/08 budget also anticipates reimbursement from state grant sources to cover staff time on certain CIP projects.

Non-personnel costs are reduced for FY 2007/08 as expenditures were lower than anticipated in FY 2006/07. Contract services related to the Capital Improvement Program are charged directly to projects, and no other operational contract services are planned at this time in this engineering services program.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Program Services

SUMMARY OF REVENUES AND EXPENDITURES

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	-	-	-	-
<i>Other Sources</i>	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-
EXPENDITURES						
<i>Salaries and Benefits</i>	-	-	-	537,800	502,000	632,200
<i>Operating Expenditures</i>	-	-	-	16,450	17,060	11,810
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	73,500	72,600	78,900
TOTAL EXPENDITURES	-	-	-	627,750	591,660	722,910

FY 2007/08 KEY PROJECTS

Asset Management and Other Projects – Continue with the implementation of the asset management system for key infrastructure assets and operational activities. During FY 2006/07, implementation efforts focused on the Work Order module (for parks, engineering and streets), Fleet Management module, the Traffic Signal and Street Lighting module and staff training sessions concerning data input. During FY 2007/08, developing reports to track the department's efforts and performance measures, NPDES reporting requirements and tracking the various staff training will be implemented and reviewed, as well as assessing needs for additional modules.

Capital Improvement Projects (CIP) - Manage and complete currently programmed capital projects, prepare project plan proposals for the Town's future Capital Improvement Program, and continue to seek and obtain grant funding for projects where applicable. Planned projects include several park improvement projects funded with State Bond funds.

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Engineering Program Services

KEY PROGRAM SERVICES

Capital Improvement Projects

- Provide plans, specifications, estimates, right-of-way plans, property descriptions for Town projects, coordinate consultants and administer contracts
- Design and administer projects for the annual Capital Improvement Program, including curb, gutter and sidewalk improvement analysis
- Provide administrative and engineering support services for the various new parks improvement projects funded with Propositions 12 & 40 Bond Act grant funds.

Traffic Engineering

- Perform traffic engineering analysis
- Manage neighborhood traffic concerns and requests, including traffic calming program

Community Information

- Provide assistance to the public regarding engineering services

ENGINEERING PROGRAM SERVICES

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Town Engineer	0.82	-	-	-	0.73	0.82
Associate Civil Engineer	1.33	-	-	-	1.28	1.33
Assistant Civil Engineer	0.20	-	-	-	-	0.20
Sr. Engineer Technician	-	-	-	-	0.20	-
Sr. Engineering Inspector	0.85	-	-	-	0.72	0.85
Engineering Inspector	0.20	-	-	-	0.20	0.20
Administrative Secretary	0.50	-	-	-	-	0.50
Secretary III	-	-	-	-	0.50	-
Administrative Analyst	0.25	-	-	-	0.25	0.25
Administrative Specialist	0.20	-	-	-	0.20	0.20
TOTAL PROGRAM FTEs	4.35	-	-	-	4.08	4.35
<i>Temporary Staff Hours</i>		2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Engineering Technician		-	-	-	700	1,260
TOTAL ANNUAL HOURS		-	-	-	700	1,260

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Engineering Program Services

Performance Objectives and Measures	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. <i>To effectively manage neighborhood traffic consistent with the Town's traffic calming policy.</i>					
a. Percentage of residential households in traffic calming project neighborhood rating their experience in the process as satisfactory:			67%	67%	67%
b. Percentage of residents satisfied with the Town's efforts to calm traffic in neighborhoods*:	74%	74%	74%	74%	74%

Activity and Workload Highlights	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. Number of traffic calming requests received:			4	4	4
2. Number of traffic calming projects:	12	4	3	3	3
4. Number of traffic calming projects closed:	4	4	4	4	4

**Customer satisfaction Performance Measures are based on the Town's 2003 survey results.*

Parks & Public Works Department

STREETS and SIGNALS PROGRAM PROGRAM 5050

PROGRAM PURPOSE

The objective of the Streets and Signals Program is to provide safe and functional roadways, retaining walls and sidewalk systems through ongoing maintenance of the Town's roadway network. Objectives include: small pavement reconstruction, minor street repairs, the filling of potholes, the maintenance of roadway signs, traffic markings (paint), signals, streetlights, storm drain maintenance, graffiti abatement and debris removal. Staff coordinates road-side clean-up projects with the Department's other programs, such as Parks and Non-Point Source Program and with other agencies, such as neighboring communities and regional jurisdictions. Additional project coordination is conducted with the Engineering Program for traffic calming device installation and road-way improvements in the Capital Improvement Program.

BUDGET OVERVIEW

The FY 2007/08 budget reflects an increase in operating expenditures, due to increases in salary, benefits and materials costs. A senior Maintenance Worker position is reclassified to a Lead Maintenance Worker to reflect assigned duties and tasks. Operating expenditures have a moderate increase due to inflation. The cost of signal box replacements (\$15,000 annually) has been transferred to the Equipment Replacement Program.

A realignment of work assigned to Temporary Maintenance workers will address the need for enhanced garbage pick-up and steam cleaning in the downtown. In addition, the proposed budget recommends restoration of a maintenance worker position to permanent funded status (funded previously on a "one-time" basis) which addresses the gap in maintenance capacity needed as a result of the transition of sewer services to West Valley Sanitation District.

A cost-saving measure being implemented in this program is public-private construction of curbs, sidewalks and gutter. Due to the continuing large increases in the cost of concrete, staff has designed an approach to sidewalk replacement which uses both Town staff and private contractors. Town employees prepare the sites and private contractors complete the work. This results in a substantially lower cost per square foot for sidewalk replacement, because Town staff, equipment and debris removal costs are lower than those for private contractors. Staff plans to continue this effort during FY 2007/08 and to explore if public-private approaches to other capital projects would be cost-effective.

The Streets and Signals Program continues to seek partnerships with local agencies for similar ongoing operations and one-time projects in an effort to achieve greater efficiency and reduced costs. Several partnering projects have been successfully undertaken with Saratoga, Monte Sereno, San Jose, Campbell

and Caltrans, and this mode of operation is expected to continue.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Streets & Signals Program

SUMMARY OF REVENUES AND EXPENDITURES

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	630	1,584	1,432	1,500	1,400	1,400
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	-	-	15,621	3,500	17,000	3,500
<i>Other Sources</i>	-	-	28,976	-	25,000	-
REVENUES	630	1,584	46,029	5,000	43,400	4,900
EXPENDITURES						
<i>Salaries and Benefits</i>	517,555	498,683	682,342	701,900	652,200	723,900
<i>Operating Expenditures</i>	452,282	427,617	436,089	428,000	489,840	438,040
<i>Fixed Assets</i>	11,331	-	11,843	-	-	-
<i>Internal Service Charges</i>	332,355	283,235	301,370	339,000	343,600	347,200
<i>Buildings & Facilities</i>	7,260	-	-	-	-	-
TOTAL EXPENDITURES	1,320,783	1,209,535	1,431,644	1,468,900	1,485,640	1,509,140

FY 2007/08 KEY PROJECTS

Inter-Program Work Projects - Program staff will continue to plan and coordinate work projects, such as roadside clean-up, that use both Parks and Streets program staff and equipment to increase department efficiency and address large scale maintenance issues.

Capital Improvement Projects - To increase efficiency in cost and management to complete Capital Improvement Projects, Streets program staff will continue to prepare sites in advance of contractor work.

Partnerships with Other Municipalities – Staff will continue to pursue opportunities with local agencies that have similar service needs in an effort to reduce program expenditures. Successful ongoing coordinated efforts include graffiti removal, paving operations and brush removal activities.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Streets & Signals Program

KEY PROGRAM SERVICES

Street Maintenance/Traffic Signal Program

- Maintain traffic signs and street signs along public streets
- Maintain visibility of pavement markings, including crosswalks, red curbs and roadway striping
- Maintain 28 signalized intersections and 1,575 street lights in the public right-of-way

Street Maintenance/Pavement

- Maintain and repair over 106 miles of public streets and 22 parking lots
- Maintain storm drain basins, ditches and culverts

Sidewalk Maintenance Program

- Coordinate concrete sidewalks, curbs and gutters replacement program with CIP program
- Maintain the cleanliness of sidewalks, benches, bus stop shelter, and waste receptacles in the business districts using pressure washing equipment

Special Events

- Provide support services to Town-sponsored events
- Install banners and flags throughout Town at various times during the year to celebrate national and local events, such as Flag Day, the 4th of July, Memorial and Veteran's Days

STREETS & SIGNALS PROGRAM STAFFING

Full Time Equivalent (FTE)

	Authorized Positions	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
<i>Town Staff</i>						
Public Works Director	0.20	0.20	0.20	0.20	0.20	0.20
Superintendent	0.90	0.40	0.55	0.55	0.70	0.70
Administrative Analyst	0.25	0.25	0.25	0.25	0.25	0.25
Administrative Specialist	0.25	0.25	0.25	0.25	0.25	0.25
Public Works Specialist	0.30	0.20	0.30	0.30	0.30	0.30
Town Engineer	-	0.20		-	-	-
Lead Parks & Maint Worker	0.93	-		-	-	0.93
Sr. Parks & Maint Worker	2.00	2.00	1.00	1.00	0.93	-
Parks & Maint Worker	4.29	4.25	3.20	2.40	3.79	3.79
PPW Supervisor	-	-	0.30	0.30	-	-
Facilities Coordinator	-	0.25	-	-	-	-
TOTAL PROGRAM FTEs	9.12	8.00	6.05	5.25	6.42	6.42
<i>Temporary Staff Hours</i>						
		2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Maintenance Assistant		-	2,650	650	1,000	200
TOTAL ANNUAL HOURS		-	2,650	650	1,000	200

PROPOSED

PARKS & PUBLIC WORKS DEPARTMENT **Streets & Signals Program**

Performance Objectives and Measures	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. <i>To ensure streetlights and traffic signals are working in effective operating order:</i>					
a. Percentage of streetlight malfunctions repaired within 5 days of notification:		<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%
b. Percentage of traffic signals meeting visibility and operational State guidelines:	<i>New Measure for 2003/04</i>		100%	100%	100%
c. Percentage of residents satisfied with the Town's efforts to provide and maintain street lights:*	<i>New Measure for 2003/04</i>	90%	90%	90%	90%
<i>To provide safe and functional roadway systems throughout Town:</i>					
a. Percentage of traffic signal malfunctions repaired within three hours of notification:		<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%
b. Percentage of stop signs repaired and replaced within 24 hours of notification:		<i>New Measure for 2005/06</i>	<i>New Measure for 2005/06</i>	100%	100%
c. Pavement Condition Index (PCI):	74	74	74	74	74

Activity and Workload Highlights	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. Number of Town street lights maintained:	2062	1600	1575	1575	1575
2. Number of PG&E street lights monitored by Town staff for functionality:			397	397	397
3. Annual number of Town street lights reaired:			70	70	70
4. Number of signalized intersections maintained:	29	28	28	28	28
5. Miles of street maintained:	105	105	106	106	106
6. Number of traffic signs repaired:					<i>Under Development</i>
7. Total number of traffic related requests received:					<i>Under Development</i>
8. Total number of traffic related work orders completed: received:				200	200

**Customer satisfaction Performance Measures are based on the Town's 2003 survey results.*

Software System change during FY 2006/07 reflects new Highlights

Parks & Public Works Department

PASS-THROUGH ACCOUNTS PROGRAM 5099

PROGRAM PURPOSE

This Pass-Through program provides an accounting structure to separate ongoing Parks and Public Works program activities from applicant funding utilized for external engineering services consultants, such as Traffic Study engineering, subdivision map checking and Geotechnical reviews. Fees for these external development services are paid for in advance by the applicant, with the funds then applied to a purchase order. All invoices from the consultants are subsequently paid out of the applicant's account until they zero out. Any remaining balances are returned to the applicant. Accounting for these activities in a separate accounting structure allows the true cost of operations to remain intact within a program, eliminating unrelated funding fluctuations from year to year.

BUDGET OVERVIEW

There is no budgetary impact to this program as revenues will equal expenditures. The revenues and expenditures reflect estimates based on prior year trends and known departmental operations. At fiscal year-end, actuals may differ substantially from original budgeted numbers as the quantity and size of engineering fees within the community in any given year is not known or determinable in advance. This budget reflects a reasonable estimate only.

PROPOSED

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Pass-Through Accounts

SUMMARY OF REVENUES AND EXPENDITURES

	2003/04 Actuals	2004/05 Actuals	2005/06 Actuals	2006/07 Adopted	2006/07 Estimated	2007/08 Proposed
REVENUES						
<i>Miscellaneous Taxes</i>	-	-	-	-	-	-
<i>Licenses & Permits</i>	-	-	-	-	-	-
<i>Intergovernmental</i>	-	-	-	-	-	-
<i>Service Charges</i>	89,140	50,899	53,595	43,300	85,000	82,000
<i>Other Sources</i>	150	43,216	4,055	27,000	35,000	30,000
REVENUES	89,290	94,115	57,650	70,300	120,000	112,000
EXPENDITURES						
<i>Salaries and Benefits</i>	-	-	-	-	-	-
<i>Operating Expenditures</i>	89,795	91,936	57,699	70,300	120,000	112,000
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
TOTAL EXPENDITURES	89,795	91,936	57,699	70,300	120,000	112,000

Parks & Public Works Department

EQUIPMENT REPLACEMENT FUND PROGRAM 6601

PROGRAM PURPOSE

The Equipment Replacement Fund Program provides funding for the replacement acquisition of Town vehicles, equipment, and information technology costing greater than \$10,000. Initially, Town vehicles and equipment are charged to the program budget requesting the asset. A normal life span is calculated and replacement costs are then charged back to the program having custody and use of the asset by means of internal service charges over the asset's life span. These internal service charges accumulate the funding needed to replace the vehicles and equipment at the end of its life span in order to assure funding is available when future replacement is needed. The result of this funding structure is a smoothing of operating expenses and a more accurate reflection of the actual cost of operations.

Town vehicles and equipment that are purchased and maintained by the Town's Vehicle Maintenance Program are considered for replacement based on the vehicle meeting predetermined age and/or mileage criteria as set forth in the Equipment Replacement Policy. Vehicle Maintenance personnel evaluate vehicles scheduled for replacement before a final determination is made.

BUDGET OVERVIEW

This program budget includes funding for replacement vehicles and equipment. In past years staffing has not been appropriated in this program, but starting in FY 2007/08, Finance Department staffing will be charged to this program to implement the new financial software tracking system for GASB34 asset reporting compliance and for ongoing tracking of equipment costing. This asset tracking system is part of the new Financial System being implemented by the Finance Department in July 2008. Program expenditures change significantly each year due to timing of major purchases of equipment.

A combination of deferred replacement, upgrading, replacing and refurbishing vehicles and equipment are proposed, based on the condition of the vehicle/equipment and cost effectiveness. Additionally, the replacement of the Town's traffic signal cabinets has been added to the Equipment Replacement Program effective FY 2007/08. The annual replacement cost is estimated to be \$15,000 and sufficient funding is available for these items to be included within the Equipment Replacement Fund. The total scheduled vehicle and equipment replacement cost for FY 2007/08 is \$579,710.

Appropriations that are budgeted in FY 2007/08 include the replacement of three patrol cars, two investigations vehicles, one vehicle for Police administration, three trucks (one F150, one F250 and one F350) for the Parks and Public Works Department, one vehicle replacement upgrade for the Building Inspection program and the repair or repainting of three Parks and Public Works vehicles. Total scheduled vehicle replacement and repair cost is \$307,980.

❧ PARKS & PUBLIC WORKS DEPARTMENT ❧
Equipment Replacement Fund

PROPOSED

Equipment replacement includes the Police Department's patrol car's audio/visual camera equipment, the upgrade of radio/dispatch equipment, a traffic signal cabinet, a server for video and digital photos, and a pressure sealer, burster and mail processing machine for the Civic Center's Administration needs. Total scheduled equipment replacement costs for FY 2007/08 is \$ 227,200.

STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04 Actuals	2004/05 Actuals	2005/06 Actuals	2006/07 Adopted	2006/07 Estimated	2007/08 Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated - Gas Tax Assets	330,000	330,000	330,000	330,000	330,000	330,000
Designated - Sewer Assets	328,479	362,279	396,078	-	-	-
Designated - Non-Point Assets	180,830	209,930	239,030	120,531	120,531	149,631
Designated - Genl Fund Assets	2,365,462	2,366,518	2,526,202	3,112,962	3,112,962	3,018,812
Total Beginning Fund Balance	3,204,771	3,268,727	3,491,310	3,563,493	3,563,493	3,498,443
Revenues						
Intergovernmental	-	-	-	-	-	-
Charges for Services	478,900	441,015	396,900	357,730	357,700	409,100
Other Sources	5,850	11,900	6,470	5,000	-	5,000
Total Revenues	484,750	452,915	403,370	362,730	357,700	414,100
TOTAL SOURCE OF FUNDS	\$3,689,521	\$3,721,642	\$3,894,680	\$3,926,223	\$3,921,193	\$3,912,543
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	12,100
Operating Expenditures	906	2,099	1,253	500	500	16,500
Fixed Assets	19,888	228,233	199,934	550,000	422,250	535,180
Internal Service Charges	-	-	-	-	-	-
Total Expenditures	20,794	230,332	201,187	550,500	422,750	563,780
Operating Transfers						
Transfers Out	400,000	-	130,000	-	-	44,530
Total Operating Transfers	400,000	-	130,000	-	-	44,530
Ending Fund Balance						
Designated - Gas Tax Assets	330,000	330,000	330,000	330,000	330,000	330,000
Designated - Sewer Assets	362,279	396,078	396,078	-	-	-
Designated - Non-Point Assets	209,930	239,030	239,030	149,631	149,631	178,731
Designated - Future Replacemt	2,366,518	2,526,202	2,598,385	2,896,092	3,018,812	2,795,502
Total Ending Fund Balance	3,268,727	3,491,310	3,563,493	3,375,723	3,498,443	3,304,233
TOTAL USE OF FUNDS	\$3,689,521	\$3,721,642	\$3,894,680	\$3,926,223	\$3,921,193	\$3,912,543

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Equipment Replacement Fund

KEY PROGRAM SERVICES

- Assessment of vehicles and equipment for proper replacement timing
- Cost effectiveness studies for asset cost and replacements
- Accumulate appropriate internal service charges for asset replacement funding

EQUIPMENT REPLACEMENT PROGRAM STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Accountant/Finance Analyst	0.10	-	-	-	-	0.10
Total Equipment Replacement FTE	0.10	-	-	-	-	0.10

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Equipment Replacement Fund

PROPOSED

FY 2007/08 ASSET REPLACEMENT SCHEDULE

Dept	Program	Asset #	Replacement Asset Description	2007/08 Scheduled Replacements	2007/08 Replacement Budget	Rescheduled for Future Replacement
PD	Comms	4214/37	Communications System Upgrade c/f	42,000	42,000	
PD	Admin	5851	Chevrolet Impala Sedan	27,200	27,200	
PD	Comms	New	Server for Video & Digital Photos	-	40,000	
PD	Patrol	5879	Patrol Vehicle - K-9 Unit	32,500	32,500	
PD	Patrol	5890	Crown Victoria	32,500	32,500	
PD	Patrol	5901	Crown Victoria	32,500	32,500	
PD	Patrol	5910	Chevrolet Tahoe	40,000	-	38,000
PD	Patrol	5911	Chevrolet Tahoe	40,000	-	38,000
PD	Patrol	Multiple	14 In Car Audio/Video Cameras c/f	78,670	78,670	
PD	Investigations	5852	Chevrolet Malibu Sedan	22,990	23,500	
PD	Investigations	5853	Chevrolet Malibu Sedan	22,990	23,500	
PD	Traffic	5923	BMW Motorcycle	23,385	-	32,655
PD	Traffic	5924	BMW Motorcycle	23,385	-	32,655
PD	Parking	5880	CNG Parking Control Vehicle	34,815	-	34,817
PD	Parking	5881	CNG Parking Control Vehicle	34,815	-	34,817
PPW	Streets	4107	Hyster Forklift (76/77) (Rebuild)	28,150	15,000	13,150
PPW	Streets	4108	I-R P16 Compressor (86/87)	15,400	-	15,400
PPW	Streets	5060/61	Ford F350 1 Ton w/Crane (87/88)	44,360	45,670	
PPW	Streets	5095	Trailer (86/87)	44,700	-	44,700
PPW	Streets	5103	Tymco Sweeper (92/93)	89,000	-	89,000
PPW	Streets	4218	Concrete Cutting Saw	11,000	-	11,000
PPW	Streets	5113	1995 Dump Truck (Repaint)	93,420	6,000	87,420
PPW	Streets	5859	Ford F150 Pickup	29,810	29,810	
PPW	Streets	5884	01 Dump Truck (Repaint)	131,101	6,000	125,101
PPW	Streets	New	Traffic Signal Cabinet with Controller	-	15,000	-
PPW	Parks	4106	Emulsion Sprayer (86/87)	12,500	-	12,500
PPW	Parks	4197	94 200 Gallon Towable Spray	13,330	-	13,330
PPW	Parks	5063	Hyster Forklift (87/88)	19,370	-	19,370
PPW	Parks	5828	Altec LB650 Aerial Unit (cable repl)	120,000	-	120,000
PPW	Parks	5845	Ford F250 2WD CNG	27,800	27,800	
PPW	Parks	5893	Toro Groundmaster	59,770	-	59,770
PPW	Parks	5895	52" Mower	19,825	-	19,825
PPW	Engineering	5858	Ford F150 Pickup	29,810	-	29,810
CDD	Inspection	5855	Bldg Inspector Vehicle	24,150	21,000	
MGR	Finance	4228	Speedisealer Pressure Sealer	13,075	13,080	
MGR	Finance	4206	Burster	10,640	10,640	
MGR	GTA	4239	Mail Processing Machine	12,810	12,810	
LIB	Circulation	4271	Self Check (to CIP project)	14,730	14,730	
LIB	Childrens	4245	Self Check (to CIP project)	29,800	29,800	
TOTAL TOWN REPLACEMENTS:				\$ 1,382,301	\$ 579,710	\$ 871,320

URBAN RUNOFF PROGRAM EQUIPMENT REPLACEMENTS

Dept	Program	Asset #	Replacement Asset Description	2007/08 Scheduled Replacements	2007/08 Replacement Budget	Rescheduled for Future Replacement
Urban Runoff Assets						
Urban Runoff		4224	300 Gallon Sprayer	17,600	-	-
TOTAL WEST VALLEY SANITATION REPLACEMENTS:				\$ 17,600	\$ -	\$ -
TOTAL SCHEDULED REPLACEMENTS:				\$ 1,399,901	\$ 579,710	\$ 871,320

Parks & Public Works Department

VEHICLE MAINTENANCE FUND PROGRAM 6690

PROGRAM PURPOSE

The Vehicle Maintenance Program maintains the Town's vehicles and equipment to ensure each piece is safe and well-functioning. Program staff provides preventive maintenance and repair for the Town's fleet of 90 vehicles and 61 pieces of light to heavy duty equipment, as well as for the fueling systems used by the vehicles and equipment. A combination of in-house personnel and outside contractors is used to provide assorted maintenance and repair services for the Town's vehicles and equipment.

BUDGET OVERVIEW

The FY 2007/08 budget reflects increases in salary and benefit costs, and in the price of gasoline, oil and parts supplies. Maintenance and repairs operations staff continues to conduct assessments between internal and external diagnostic and repair facility costs to determine the most cost-effective approach of services. The implementation of the work order system for the vehicle shop during mid-year FY 2006/07 provides enhanced fleet management by tracking preventive maintenance schedules and prioritizing repair needs.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Vehicle Maintenance Program

STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	67,593	165,812	152,274	133,800	133,800	182,430
Total Beginning Fund Balance	67,593	165,812	152,274	133,800	133,800	182,430
Revenues						
Charges for Services	515,090	459,100	501,765	597,800	597,800	611,600
Other Sources	-	7,266	-	-	-	-
Total Revenues	515,090	466,366	501,765	597,800	597,800	611,600
TOTAL SOURCE OF FUNDS	\$ 582,683	\$ 632,178	\$ 654,039	\$ 731,600	\$ 731,600	\$ 794,030
USE OF FUNDS						
Expenditures						
Salaries and Benefits	210,816	225,533	258,671	276,500	270,000	289,600
Operating Expenditures	206,055	254,372	261,568	321,100	279,170	307,450
Fixed Assets	-	-	-	-	-	-
Total Expenditures	416,871	479,904	520,239	597,600	549,170	597,050
Operating Transfers						
Transfer to General Fund	-	-	-	-	-	-
Total Operating Transfers	-	-	-	-	-	-
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	165,812	152,274	133,800	134,000	182,430	196,980
Total Ending Fund Balance	165,812	152,274	133,800	134,000	182,430	196,980
TOTAL USE OF FUNDS	\$ 582,683	\$ 632,178	\$ 654,039	\$ 731,600	\$ 731,600	\$ 794,030

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Vehicle Maintenance Program

FY 2007/08 KEY PROJECTS

Repair Schedules – The Vehicle Maintenance Program continues a review of existing oil-change and maintenance repair schedules to determine if improvements will increase efficiency and/or customer service.

Fleet Management System – The Vehicle Maintenance program's asset management information system implemented during the last quarter of FY 2005/06, will track a vehicle's total repair, maintenance and fuel costs. This system will provide reliable and quantitative information for replacement decisions and operational efficiencies. Ongoing system training and full implementation will continue in FY 2007/08.

Energy-Efficient Vehicles - The program will continue to pursue energy-efficient vehicles as the replacement schedule and functionality requirements allow.

Cross-training - Vehicle Maintenance Repair staff will continue to participate in the department's cross-training program on an as-needed basis, which provides additional departmental flexibility for major projects as well as participation in storm-response activities.

KEY PROGRAM SERVICES

- Provide preventative maintenance and repairs for all Town owned vehicles and equipment
- Maintain the Town's fueling system infrastructure for CNG, gasoline, and diesel fuel

VEHICLE MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

	Authorized	2003/04	2004/05	2005/06	2006/07	2007/08
<i>Town Staff</i>	Positions	Funded	Funded	Funded	Funded	Funded
Superintendent	0.60	0.20	0.15	0.15	0.30	0.30
PPW Supervisor	0.07	-	0.07	0.07	0.07	0.07
Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Public Works Specialist	0.20	0.20	0.20	0.20	0.20	0.20
Total Vehicle Maint. FTEs	2.87	2.40	2.42	2.42	2.57	2.57

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Vehicle Maintenance Program

Performance Objectives and Measures	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. <i>To provide safe and functional vehicles and equipment.</i>					
a. Percentage of fleet in compliance with maintenance schedule:					<i>Under Development</i>
b. Cost per mile, by class of equipment (<i>Life, cost/replacement cost=annual cost per mile</i>)					<i>Under Development</i>
<i>Police:</i>					<i>Under Development</i>
<i>General Fleet - light:</i>					<i>Under Development</i>
<i>General Fleet - heavy:</i>					<i>Under Development</i>

Activity and Workload Highlights	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. Number of police vehicles maintained:	54	57	45	45	45
2. Number of heavy-duty vehicles maintained:	5	6	7	7	7
3. Number of light-duty (non-police) vehicles maintained:	50	54	36	38	38
4. Pieces of equipment maintained (light and heavy duty):	42	42	61	61	61

Parks & Public Works Department

FACILITIES MAINTENANCE PROGRAM PROGRAM 6695

PROGRAM PURPOSE

The Facilities Maintenance Program provides services to ensure Town facilities are safe and functional for public and employee use. Maintenance services include custodial services, elevator maintenance, telephone systems, heating and ventilation air systems, building improvements, facility security, and lighting systems. Facilities program staff also plan, schedule, and manage small and large building facility projects, such as American Disability Act (ADA) access related improvements; re-carpeting and work space reconfigurations; roof repairs; heating and air conditioning system improvements; elevator and electrical services, and all other aspects required to keep the Town's facilities well-functioning and safe. This program also provides property management oversight for Town owned rental properties.

BUDGET OVERVIEW

Revenues for this fund are obtained through assessment charge-backs to Town departments, based upon a percentage of square footage assigned to each department. The Facilities Maintenance Program pays for all operating expenses, including utilities, repairs and maintenance so the departments are in turn funding these facility expenses through these allocations. Revenues also include rent receipts from Town owned properties, including Neighborhood Center rentals and two residential properties located next to the Town's Civic Center.

The program's budget reflects an increase for FY 2007/08. Salary and benefit costs increased in FY 2007/08 with the reclassification of a Maintenance Worker to a Facilities Coordinator position, in recognition of the growing responsibilities for addressing the daily facility-related requests for repairs and services, and the regularly scheduled maintenance of the new HVAC system.

FY 2007/08 Facility Maintenance planned projects are improvements to the Town Hall staff room and the development of a proposal for energy efficient improvements to the Civic Center's HVAC system. The program's unspent appropriations contribute to fund balance in preparation for several large projects planned in future years.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Facilities Maintenance Program

STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	492,962	750,811	1,000,995	689,263	689,263	587,831
Total Beginning Fund Balance	492,962	750,811	1,000,995	689,263	689,263	587,831
Revenues						
Miscellaneous Other Taxes	61,886	53,442	89,143	45,000	65,000	65,000
Charges for Services	912,170	853,100	853,100	1,005,500	1,005,500	1,060,200
Other Sources	122,157	94,681	65,211	68,800	81,250	64,300
Total Revenues	1,096,212	1,001,223	1,007,454	1,119,300	1,151,750	1,189,500
Operating Transfers						
Transfers from General Fund	-	-	-	-	-	-
Total Operating Transfers	-	-	-	-	-	-
TOTAL SOURCE OF FUNDS	\$1,589,174	\$1,752,034	\$2,008,449	\$1,808,563	\$1,841,013	\$1,777,331
USE OF FUNDS						
Expenditures						
Salaries and Benefits	61,264	93,541	129,667	209,000	182,400	222,300
Operating Expenditures	706,891	638,718	657,915	849,900	823,650	880,800
Fixed Assets	-	-	-	-	-	-
Improvements and Upgrades	70,209	18,780	515,154	60,000	58,400	51,500
Total Expenditures	838,363	751,039	1,302,736	1,118,900	1,064,450	1,154,600
Operating Transfers						
Transfer to GFAR	-	-	16,450	110,000	188,732	25,000
Total Operating Transfers	-	-	16,450	110,000	188,732	25,000
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	750,811	1,000,995	689,263	579,663	587,831	597,731
Total Ending Fund Balance	750,811	1,000,995	689,263	579,663	587,831	597,731
TOTAL USE OF FUNDS	\$1,589,174	\$1,752,034	\$2,008,449	\$1,808,563	\$1,841,013	\$1,777,331

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Facilities Maintenance Program

FY 2007/08 KEY PROJECTS

Oversight of Capital Improvement Projects – Assist in the oversight of all Facility improvements planned during FY 2007/08, including the Civic Center's ADA improvements, the Neighborhood Center's kitchen upgrade and planning the future Oak Meadow Park Pathway installation.

Police Department Relocation – Management of building relocation needs, in coordination with the Police Department's potential partial relocation to a facility on Los Gatos Blvd.

KEY PROGRAM SERVICES

- Administer custodial, telephone, heating, ventilating, and air conditioning system maintenance agreements
- Manage preventative maintenance contracts for elevator, fire, and building alarms
- Administer facilities capital improvement contracts
- Administer repairs and improvements to the Town's two museum buildings
- Manage interdepartmental service requests
- Manage lighting and signage for public parking garages and public parking lots

BUILDING MAINTENANCE PROGRAM STAFFING

Full Time Equivalent (FTE)

	Authorized	2003/04	2004/05	2005/06	2006/07	2007/08
<i>Town Staff</i>	Positions	Funded	Funded	Funded	Funded	Funded
Superintendent	0.50	-	-	-	-	-
PPW Supervisor	0.93	-	0.63	0.63	0.93	0.93
Facilities Coordinator	0.93	0.50	-	-	-	0.93
Parks & Maint Worker	-	0.25	0.50	0.50	0.93	-
Total Building Maint. FTEs	2.36	0.75	1.13	1.13	1.86	1.86

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Facilities Maintenance Program

Performance Objectives and Measures	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. <i>To ensure Town facilities are safe and functional for public and employee use.</i>					
a. Percent of repair-related requests fulfilled within 7 days:				98%	98%
b. Percent of service-related requests fulfilled within 7 days:				98.5%	98.5%

Activity and Workload Highlights	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. Total square footage of facilities maintained:	55,000	55,000	57,000	57,000	57,000
2. Total number of annual facility projects (non-CIP):				4	3
3. Total number of facility service requests received and completed:				100	100
4. Total number of facility repairs requests received and completed:				100	100

Parks & Public Works Department

NON-POINT SOURCE PROGRAM PROGRAM 2225

PROGRAM PURPOSE

The principal objective of the Non-Point Source Program is to keep debris and pollution from entering the Town's storm drain system which drains directly into the San Francisco Bay. This objective is accomplished by providing street sweeping services on all Town-owned public streets and parking lots on a rotating schedule, in adherence to the Town's National Pollution Discharge Elimination System (NPDES) Municipal Storm Water permit. To meet the NPDES Permit requirements, Non-Point Source, Engineering, and Community Development staff will work in coordination. Additionally, the Non-Point Source program provides street sweeping service to the City of Monte Sereno on a cost recovery basis.

BUDGET OVERVIEW

The West Valley Sanitation District receives funding from the County of Santa Clara for Non-Point Source functions, based on property tax receipts. These receipts are then distributed to four local programs that support this function: to the Town for operating expenses incurred through this program's activities; to the West Valley Clean Water Program (WVCWP) for the Town's share of the program's operating expenses; and to the West Valley Sanitation (WVSD) to reimburse the District for the NPDES permit fee, the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPP) and WVSD annual storm drain maintenance work. These four programs perform various functions required under the Clean Water Act, Environmental Protection Agency regulations and respective NPDES permits. Each year, the Town and the District cooperatively prepare an outline of the annual work plan and the associated budget for approval prior to the establishment of the annual user fees, and prior to the District transmitting those fees to the County for collection on the property tax roll

The NPDES permit which regulates each of these four programs is under review. It had been reissued every five years since 1990 directly to each local agency. However, the current permit has been extended indefinitely while a new, expanded permit is finalized. This is due to a new effort to provide consistency among all the Bay Area agencies that drain storm water into the bay. A new NPDES permit is being planned for issuance to all 76 Bay Area agencies, so all agencies follow the same guidelines. It is anticipated that this new permit will be issued during FY 2007/08, and that the NPDES permit fee will increase at that time. The current NPDES permit fee for the Town of Los Gatos is \$7,776 annually. It is unknown at this time what the new NPDES permit fee amount will be.

The Town's NPDES program conducts regular sweeping of the streets and parking lots, clearing storm drains, ditches and culverts and disposing of collected material in a safe and secure manner. Additionally, the program contracts quarterly street sweeping services for the City of Monte Sereno on a cost-recovery

basis. Program activities also include volunteer groups who regularly pick up debris along the Los Gatos Creek Trail. Town staff track and report the amount of debris collected by all these activities to WVCWP.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Non-Point Source Program

The Town's Non-Point Source Program budget will maintain the same service level in FY 2007/08. The program expenditures will have a slight increase due to salary and benefit and materials cost increases. The program's new sweeper carries more debris and does not require as many dumps per day, and the old sweeper remains available to assist with after storm clean-up. This enables the program to conduct all street sweeping services, and not necessitate outside contracted services to assist with debris clean up during winter storms.

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PROPOSED

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Non-Point Source Program

STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04 Actuals	2004/05 Actuals	2005/06 Actuals	2006/07 Adopted	2006/07 Estimated	2007/08 Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	214,892	170,020	154,127	111,241	111,241	114,841
Total Beginning Fund Balance	214,892	170,020	154,127	111,241	111,241	114,841
Revenues						
Intergovernmental	2,663	2,663	2,663	2,660	2,660	5,350
Service Charges	13,232	-	-	-	-	-
Other Sources	154,060	155,907	173,670	171,400	171,400	166,660
Total Revenues	169,955	158,570	176,333	174,060	174,060	172,010
TOTAL SOURCE OF FUNDS	\$ 384,847	\$ 328,590	\$ 330,460	\$ 285,301	\$ 285,301	\$ 286,851
USE OF FUNDS						
Expenditures						
Salaries and Benefits	134,268	86,802	129,014	97,000	96,000	102,700
Operating Expenditures	4,952	23,411	17,957	15,350	14,550	15,350
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	43,927	38,520	39,918	39,400	37,600	39,700
Total Expenditures	183,148	148,733	186,889	151,750	148,150	157,750
Operating Transfers						
Admin Service Fee Transfer	31,680	25,730	32,330	22,310	22,310	23,190
Total Operating Transfers	31,680	25,730	32,330	22,310	22,310	23,190
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	170,020	154,127	111,241	111,241	114,841	105,911
Total Ending Fund Balance	170,020	154,127	111,241	111,241	114,841	105,911
TOTAL USE OF FUNDS	\$ 384,847	\$ 328,590	\$ 330,460	\$ 285,301	\$ 285,301	\$ 286,851

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Non-Point Source Program

FY 2007/08 KEY PROJECTS

Expand Volunteers Adopting Trails – The program will continue ways to increase volunteerism to reduce debris from entering the waterways alongside trails and walkways in Town.

KEY PROGRAM SERVICES

- Sweep Town streets and parking lots, and steam-clean business area sidewalks
- Provide street sweeping service to the City of Monte Sereno on a full cost recovery basis
- Coordinate Consolidated Pest Management with Parks Program, to reduce pesticides from entering waterways.

NON-POINT SOURCE FUND STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	Authorized Positions	2003/04 Funded	2004/05 Funded	2005/06 Funded	2006/07 Funded	2007/08 Funded
Sweeper Operator	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	0.20	0.20	-	-	-	-
PPW Specialist	-	0.10	-	-	-	-
Superintendent	-	0.10	-	-	-	-
Parks & Maintenance Worker	0.50	0.50	-	-	-	-
Total Non-Point Source FTEs	1.70	1.90	1.00	1.00	1.00	1.00

☞ PARKS & PUBLIC WORKS DEPARTMENT ☜
Non-Point Source Program

Performance Objectives and Measures	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. <i>Prevent street debris from entering the storm drain system.</i>					
a. Percentage of residents satisfied with the Town's efforts to provide street sweeping services:*	80%	80%	80%	80%	80%
b. Number of NPDES fines the Town has received from the state regulatory agency:			0	0	0

Activity and Workload Highlights	2003/04 Actual	2004/05 Actual	2005/06 Actual	2006/07 Estimated	2007/08 Budget
1. Number of Los Gatos curb and parking lot miles swept annually:			10,800	10,800	10,800
3. Number of cubic yards of debris removed annually:				6,400	6,400
4. Number of volunteers participating in clean-up activities to remove debris from entering creeks:	20	25	450	110	200

** Customer satisfaction Performance Measures are based on the Town's 2003 survey results.
Software System change during FY 2006/07 reflects new Highlights*



Parks & Public Works Department

ASSESSMENT DISTRICTS FUNDS 250 - 256

ASSESSMENT DISTRICT PURPOSE

The Town formed six Landscape and Lighting District Funds with the written consent of all property owners within the boundaries of the districts. The six Landscape and Lighting Districts are funded through tax assessments to reimburse the Town for the payment of water and electricity, district improvements and upgrades, and the regular maintenance of trees, landscaping, trails, irrigation systems, and lighting.

The Landscape and Lighting Districts are exempt from Proposition 218 requirements requiring a 2/3 majority approval, unless the assessments are increased. Section 5 of Proposition 218 provides that the measure does not apply to assessments existing on November 1996 if the assessments were “imposed pursuant to a petition signed by the persons owning all of the parcels subject to the assessment at the time the assessment was initially imposed.” As long as the assessments were imposed by request or with the consent of all the property owners, the Town Attorney is of the opinion that this provision has been met, even without a formal petition. Consequently, the Town is not required to conduct an election of the property owners unless the assessment is increased. For FY 2007/08, the fund balances for each of the assessment districts is adequate to fund the maintenance needs. The following table provides an overview of the annual assessments:

Fiscal Year 2007/08 Annual Special District Assessments

Fund #	Assessment Districts	Number of Parcels	Parcel Assessment	Total Assessment	Rate in effect prior to Prop 218
250	Blackwell Drive	5	\$ 632	\$ 3,160	Yes
251	Kennedy Meadows	15	685	10,275	Yes
252	Gemini Court	18	230	4,140	Yes
253	Santa Rosa	15	300	4,500	Yes
254	Vasona Heights	33	295	9,735	Yes
255	Hillbrook	34	50	1,700	Yes
Total Landscape & Lighting Assessment:				\$ 33,510	

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

COMBINED SPECIAL ASSESSMENT DISTRICTS
STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	15,000	15,000	15,000	-	-	-
Undesignated	77,265	66,725	91,665	105,359	105,359	86,649
Total Beginning Fund Balance	92,265	81,725	106,665	105,359	105,359	86,649
Revenues						
Property Tax Assessments	37,201	75,880	37,162	33,510	33,510	33,510
Interest	2,180	2,320	2,510	2,440	3,010	2,660
Other Sources	-	-	-	-	-	-
Total Revenues	\$ 39,381	\$ 78,200	\$ 39,672	\$ 35,950	\$ 36,520	\$ 36,170
TOTAL SOURCE OF FUNDS	\$ 131,646	\$ 159,925	\$ 146,337	\$ 141,309	\$ 141,879	\$ 122,819
TOTAL USE OF FUNDS						
Expenditures						
Salaries & Benefits	-	-	-	-	-	-
Operating Supplies	43,503	46,840	31,236	51,310	50,310	38,370
Total Expenditures	43,503	46,840	31,236	51,310	50,310	38,370
Operating Transfers						
Business Service Transfer	6,418	6,420	9,742	4,920	4,920	4,920
Total Operating Transfers	6,418	6,420	9,742	4,920	4,920	4,920
Ending Fund Balance						
Designated	15,000	15,000	-	-	-	-
Undesignated	40,048	94,989	105,359	85,079	86,649	79,529
Total Ending Fund Balance	55,048	109,989	105,359	85,079	86,649	79,529
TOTAL USE OF FUNDS	\$ 104,969	\$ 163,249	\$ 146,337	\$ 141,309	\$ 141,879	\$ 122,819

PROPOSED

Parks & Public Works Department

BLACKWELL DRIVE ASSESSMENT DISTRICT FUND 250

FUND PURPOSE

The assessment district incorporates five homes and a median island along Blackwell Drive at National Avenue constructed as part of Tract 8306, Blackwell Development. Assessments to maintain the landscaping and irrigation in the median island and for street light maintenance on National Avenue remain constant for the five parcels at \$632 annually.

The median island landscaping and irrigation are maintained by contract. The street trees and lighting are also part of the district. The contractor clears trash and weeds the median island biweekly. Landscaping plants and irrigation are replaced and repaired as necessary.

BUDGET OVERVIEW

During FY 2007/08, maintenance expenditures are anticipated to decrease due to a new landscape maintenance contract, with the net program expense covered by existing fund balance. The fund balance surplus is held for use of current or future repair costs to the median island's irrigation system when the irrigation controller and related parts need replacement or repairs, and for the streetlight when it needs replacement and/or repairs.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

BLACKWELL DRIVE
STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	5,074	4,709	3,052	2,952	2,952	2,512
Total Beginning Fund Balance	5,074	4,709	3,052	2,952	2,952	2,512
Revenues						
Property Tax Assessments	3,192	3,192	3,160	3,160	3,160	3,160
Interest	100	60	50	40	40	40
Other Sources	-	-	-	-	-	-
Total Revenues	3,292	3,252	3,210	3,200	3,200	3,200
TOTAL SOURCE OF FUNDS	\$ 8,366	\$ 7,961	\$ 6,262	\$ 6,152	\$ 6,152	\$ 5,712
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	3,107	4,359	2,760	3,330	3,180	2,760
Total Expenditures	3,107	4,359	2,760	3,330	3,180	2,760
Operating Transfers						
Business Service Transfer	550	550	550	460	460	460
Total Operating Transfers	550	550	550	460	460	460
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	4,709	3,052	2,952	2,362	2,512	2,492
Total Ending Fund Balance	4,709	3,052	2,952	2,362	2,512	2,492
TOTAL USE OF FUNDS	\$ 8,366	\$ 7,961	\$ 6,262	\$ 6,152	\$ 6,152	\$ 5,712

Parks & Public Works Department

KENNEDY MEADOWS ASSESSMENT DISTRICT FUND 251

FUND PURPOSE

The Kennedy Meadows assessment district consists of eight acres of open space area with a paved trail surrounding 15 homes. The Open Space area contains a paved trail, wetlands area, and a portion of Ross Creek. Streetlights on Forrester Court and Kennedy Court are also maintained by the district. Annual assessments for district upkeep remain constant at \$685 per parcel.

As part of the development of the subdivision, this district was required by the Army Corp of Engineer's to reinstate the open space riparian and wetlands area back into its natural habitat under a ten-year plan, which ended June 30, 2005. The trees, landscaping, irrigation system, trail, and streetlights within the open space area are maintained by contract. The district, including the paved trail, is cleaned and cleared of trash biweekly. Irrigation repair and tree replacement is completed as necessary.

BUDGET OVERVIEW

The FY 2007/08 operating expenses reflect an increase due to landscape maintenance contract and brush abatement contract increases. Revenue and expenditure activity is expected to remain consistent with prior years as the ten-year mitigation plan of the Army Corp of Engineer's was completed during FY 2004/05. While the Fund Balance reserves will remain positive for several years, review is needed annually to determine whether parcel assessments are sufficient for ongoing maintenance needs. In addition to landscaped medians and streetlights, this assessment district has some open space that requires weed abatement for fire prevention.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

KENNEDY MEADOWS
STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	3,174	7,169	10,671	14,079	14,079	2,824
Total Beginning Fund Balance	3,174	7,169	10,671	14,079	14,079	2,824
Revenues						
Property Tax Assessments	10,275	10,309	10,309	10,275	10,275	10,275
Interest	50	170	280	200	350	20
Other Sources	-	-	-	-	-	-
Total Revenues	10,325	10,479	10,589	10,475	10,625	10,295
TOTAL SOURCE OF FUNDS	13,499	17,648	21,260	24,554	24,704	13,119
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	4,550	5,197	5,401	20,520	20,370	6,550
Total Expenditures	4,550	5,197	5,401	20,520	20,370	6,550
Operating Transfers						
Business Service Transfer	1,780	1,780	1,780	1,510	1,510	1,510
Total Operating Transfers	1,780	1,780	1,780	1,510	1,510	1,510
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	7,169	10,671	14,079	2,524	2,824	5,059
Total Ending Fund Balance	7,169	10,671	14,079	2,524	2,824	5,059
TOTAL USE OF FUNDS	13,499	17,648	21,260	24,554	24,704	13,119

PROPOSED

Parks & Public Works Department

GEMINI COURT ASSESSMENT DISTRICT FUND 252

FUND PURPOSE

This assessment district, located on Blossom Hill Road and Gemini Court, is made up of 18 residences with a public right-of-way within the boundaries of the Gemini subdivision, Tract No. 8439. The assessment district provides for the maintenance of trees, landscaping, irrigations systems, lighting, sound wall, and fences along this walkway.

Landscaping and irrigation are maintained by contract. The contractor clears trash and weeds the median island bi-weekly. Landscaping plants and irrigation are replaced and repaired as necessary. Annual assessments remain constant for the 18 parcels at \$230 each.

BUDGET OVERVIEW

During FY 2007/08, maintenance expenditures will increase due to landscape maintenance cost increase. The fund balance is positive in preparation of future repair costs to the walkway's lighting system and landscaping, and for replacement of electrical or irrigation related parts.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

GEMINI COURT
STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	5,600	5,208	4,749	5,804	5,804	5,324
Total Beginning Fund Balance	5,600	5,208	4,749	5,804	5,804	5,324
Revenues						
Property Tax Assessments	4,152	4,140	4,140	4,140	4,140	4,140
Interest	100	100	130	100	150	150
Other Sources	-	-	-	-	-	-
Total Revenues	4,252	4,240	4,270	4,240	4,290	4,290
TOTAL SOURCE OF FUNDS	9,852	9,448	9,019	10,044	10,094	9,614
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	3,924	3,979	2,495	4,360	4,160	4,390
Total Expenditures	3,924	3,979	2,495	4,360	4,160	4,390
Operating Transfers						
Business Service Transfer	720	720	720	610	610	610
Total Operating Transfers	720	720	720	610	610	610
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	5,208	4,749	5,804	5,074	5,324	4,614
Total Ending Fund Balance	5,208	4,749	5,804	5,074	5,324	4,614
TOTAL USE OF FUNDS	9,852	9,448	9,019	10,044	10,094	9,614

Parks & Public Works Department

SANTA ROSA HEIGHTS ASSESSMENT DISTRICT FUND 253

FUND PURPOSE

This assessment district provides maintenance and upkeep within designated Open Space areas A, B, C, and D of Tract No. 8400, Santa Rosa Heights Subdivision. There are 15 residences in this district. The open space area to be maintained by the Town lies north of Shannon Road up to the ridgeline of Blossom Hill Road, adjacent to the subdivision. This area includes a pedestrian/equestrian trail through the subdivision from Shannon Road to Belgatos Park, street trees, and lighting. The trail is pruned, sprayed, and cleared of trash biweekly by contract. Annual assessments for the fifteen parcels were decreased from \$540 each, to \$300 each, effective with FY 2006/07.

BUDGET OVERVIEW

During FY 2007/08, maintenance expenditures will increase due to increased cost of Landscape Maintenance contract and weed abatement of the open space area for fire prevention. The fund balance is positive and being accumulated for the future replacement or repair of an existing retaining wall, drainage system and open space signs.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

SANTA ROSA HEIGHTS
STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	52,890	55,645	58,248	61,090	61,090	61,350
Total Beginning Fund Balance	52,890	55,645	58,248	61,090	61,090	61,350
Revenues						
Property Tax Assessments	8,127	8,256	8,100	4,500	4,500	4,500
Interest	1,150	1,330	1,510	1,500	2,000	2,000
Other Sources	-	-	-	-	-	-
Total Revenues	9,277	9,586	9,610	6,000	6,500	6,500
TOTAL SOURCE OF FUNDS	62,167	65,231	67,858	67,090	67,590	67,850
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	5,122	5,583	5,368	5,780	5,580	12,480
Total Expenditures	5,122	5,583	5,368	5,780	5,580	12,480
Operating Transfers						
Business Service Transfer	1,400	1,400	1,400	660	660	660
Total Operating Transfers	1,400	1,400	1,400	660	660	660
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	55,645	58,248	61,090	60,650	61,350	54,710
Total Ending Fund Balance	55,645	58,248	61,090	60,650	61,350	54,710
TOTAL USE OF FUNDS	62,167	65,231	67,858	67,090	67,590	67,850

Parks & Public Works Department

VASONA HEIGHTS ASSESSMENT DISTRICT FUND 254

FUND PURPOSE

This assessment district is adjacent to Blossom Hill and Roberts Road, with open space running between the subdivision and the Los Gatos Creek Trail. The District was created to provide maintenance and upkeep within the designated open space areas A, B, and C of Tract No. 8280, of the Vasona Heights Subdivision. All 32 assessments are assessed an annual charge of \$295 per parcel, continuing the decrease in original property assessments as agreed to by the property owners and the Town Council in FY 2001/02.

The district upkeep includes, trees, landscaping, irrigation systems, trail, emergency access, and a retaining wall along Blossom Hill Road. The open space areas are maintained by contract, with cleanup, trash control, irrigation maintenance, and landscape maintenance completed biweekly.

BUDGET OVERVIEW

The FY 2007/08 budget reflects a decrease in landscape maintenance expenditures due to a new landscape maintenance contract. No other increases are anticipated during FY 2007/08. Estimated expenditures are expected to exceed revenues, further decreasing the fund balance. Annual review of the fund balance is needed to determine whether parcel assessments are sufficient for ongoing maintenance needs.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

VASONA HEIGHTS
STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	20,701	16,967	10,625	8,671	8,671	5,656
Total Beginning Fund Balance	20,701	16,967	10,625	8,671	8,671	5,656
Revenues						
Property Taxes	9,750	9,795	9,750	9,735	9,735	9,735
Interest	340	260	180	200	100	100
Other Sources	-	-	-	-	-	-
Total Revenues	10,090	10,055	9,930	9,935	9,835	9,835
TOTAL SOURCE OF FUNDS	30,791	27,022	20,555	18,606	18,506	15,491
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	12,146	14,717	10,206	11,520	11,420	7,060
Total Expenditures	12,146	14,717	10,206	11,520	11,420	7,060
Operating Transfers						
Business Service Transfer	1,678	1,680	1,678	1,430	1,430	1,430
Total Operating Transfers	1,678	1,680	1,678	1,430	1,430	1,430
Ending Fund Balance						
Designated	-	-	-	-	-	-
Undesignated	16,967	10,625	8,671	5,656	5,656	7,001
Total Ending Fund Balance	16,967	10,625	8,671	5,656	5,656	7,001
TOTAL USE OF FUNDS	30,791	27,022	20,555	18,606	18,506	15,491

Parks & Public Works Department

HILLBROOK DRIVE ASSESSMENT DISTRICT FUND 255

FUND PURPOSE

This assessment district, encompassing the designated open space area within Tract No. 3026 at the corner of Blossom Hill Road and Hillbrook Drive, provides maintenance services for the trees, landscaping, irrigation system and hardscape for the improved area in parcel #523-11-28 of the Hillbrook Benefit Zone. Annual assessments remain constant for the 34 parcels at \$50 each.

The district is comprised of 34 residences and a small park of approximately .26 acres. The landscape contract for this assessment district includes maintenance of the lawn, trees, shrubs, and irrigation system. This park is cleared of trash, mowed, and cleaned weekly.

BUDGET OVERVIEW

The FY 2007/08 operating budget reflects a decrease in landscape maintenance expenditures due to a new landscape maintenance contract. While the fund balance is expected to remain positive for a few years, further review is needed in the next year to determine whether parcel assessments are sufficient for forthcoming maintenance needs.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Landscape & Lighting Districts

HILLBROOK DRIVE

STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Proposed
SOURCE OF FUNDS						
Beginning Fund Balance						
Designated	15,000	15,000	15,000	-	-	-
Undesignated	8,041	3,704	997	12,764	12,764	8,984
Total Beginning Fund Balance	23,041	18,704	15,997	12,764	12,764	8,984
Revenues						
Property Taxes	1,705	1,708	1,703	1,700	1,700	1,700
Interest	440	400	360	400	370	350
Other Sources	-	-	-	-	-	-
Total Revenues	2,145	2,108	2,063	2,100	2,070	2,050
TOTAL SOURCE OF FUNDS	25,186	20,812	18,060	14,864	14,834	11,034
USE OF FUNDS						
Expenditures						
Salaries and Benefits	-	-	-	-	-	-
Operating Expenditures	6,192	4,525	5,006	5,800	5,600	5,130
Total Expenditures	6,192	4,525	5,006	5,800	5,600	5,130
Operating Transfers						
Business Service Transfer	290	290	290	250	250	250
Total Operating Transfers	290	290	290	250	250	250
Ending Fund Balance						
Designated	15,000	15,000	-	-	-	-
Undesignated	3,704	997	12,764	8,814	8,984	5,654
Total Ending Fund Balance	18,704	15,997	12,764	8,814	8,984	5,654
TOTAL USE OF FUNDS	25,186	20,812	18,060	14,864	14,834	11,034

Parks & Public Works Department

OPERATING GRANT FUND FUND 270

FUND PURPOSE

This fund accounts for revenues and expenses attributed to grants for operating budget projects that fall outside of the Capital Improvement Grant Projects which have a value of \$25,000 or more with a minimum useful life of 5 years at a fixed location.

Grant revenues and expenditures are structured to net out to zero. If overages or non-reimbursable expenses occur for grant activities, the additional charges are absorbed within the department's operating budget. Some grants require that a portion of the grant expenses be funded by the recipient agency, which is reflected either as funding transferred into the grant project, or grant project expenditures reallocated to the appropriate Town program budget.

BUDGET OVERVIEW

Currently, no grants are planned for FY 2007/08; however the Parks and Public Works Department will continue to pursue available grants that will benefit the community.

∞ PARKS & PUBLIC WORKS DEPARTMENT ∞
Operating Grants

STATEMENT OF SOURCE AND USE OF FUNDS

	2003/04	2004/05	2005/06	2006/07	2006/07	2007/08
	Actuals	Actuals	Actuals	Adopted	Estimated	Adopted
SOURCE OF FUNDS						
Revenues						
Intergovernmental	25,510	-	2,510	-	-	-
Total Revenues	<u>25,510</u>	<u>-</u>	<u>2,510</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL SOURCE OF FUNDS	\$ 25,510	\$ -	\$ 2,510	\$ -	\$ -	\$ -
USE OF FUNDS						
Expenditures						
Salaries and Benefits	2,730	-	-	-	-	-
Operating Expenditures	(8,738)	-	2,510	-	-	-
Fixed Assets	-	-	-	-	-	-
Internal Service Charges	254	-	-	-	-	-
Total Expenditures	<u>(5,754)</u>	<u>-</u>	<u>2,510</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL USE OF FUNDS	\$ (5,754)	\$ -	\$ 2,510	\$ -	\$ -	\$ -